

# UNITED NATIONS      NATIONS UNIES

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## SECRETARY GENERAL'S BULLETIN NO. 19

To:      Members of the Staff of the United Nations

### PROVISIONAL SALARY AND WAGE ADMINISTRATION PLAN Reference Secretary-General's Bulletin No. 10.

Secretary-General's Bulletin No. 10 is hereby rescinded effective 5 May 1946 and the following Provisional Salary and Wage Administration Plan is to be effective as of the same date.

1. Authority - Resolution 18 on the Organization of the Secretariat adopted by the General Assembly provided that "the Secretary-General is authorized to make a tentative classification of posts and to assign salaries to these posts."
2. Purpose of the Plan - In accordance with the above authority a provisional salary and wage administration plan is attached for the information of the members of the staff. This Provisional Plan is designed to provide compensation commensurate with duties and responsibilities assigned to the various posts throughout the Secretariat. Equivalent posts will receive equivalent pay which will be adequate in comparison to the general trend prevailing in the locality. Consideration has been given to the wide range of remuneration for comparable work prevailing in the member governments.
3. Present Plan Provisional - The attached plan is intended to serve only until a permanent plan can be perfected. It will require continuing review and possible adjustments to meet new conditions.
4. Responsibility for Administration - Under the general direction of the Assistant Secretary-General for Administrative and Financial Services, the Director of Personnel will be responsible

for the administration of the Provisional Salary and Wage Administration Plan. If changes in duties and responsibilities of a post occur or have occurred, it is the responsibility of supervisors to notify the Bureau of Personnel so that a restudy of the posts can be made.

5. Caution Concerning Quotation of Salaries -- The salaries quoted in the Provisional Salary and Wage Administration Plan are set in consideration of certain specific duties. Since job titles are often misleading and as the rates to be paid an individual will be determined by study of his duties and responsibilities, it is essential that supervisors and operating officials use caution in quoting salaries to prospective employees. Prior approval from the Bureau of Personnel will avoid disappointment to prospective employees and embarrassment to the Secretary-General and to the Members of the Staff making an unauthorized commitment.

Section 1: GENERAL PROVISIONS

Rule 1: Purpose of Salary and Wage Administration:

The purpose of the Plan is to provide:

- (a) a systematic method of evaluating posts in order to facilitate all phases of administration;
- (b) a basis for uniform salary schedules for equal work among all departments of the Organization;

Rule 2: Definition:

- (a) Job Evaluation - Job evaluation is the process of assigning posts to a series of levels or grades in accordance with their duties and responsibilities.
- (b) Post - The specific duties and responsibilities performed by an individual.
- (c) Grade - A range of duties within a category which can be clearly identified and differentiated for salary purposes.
- (d) Category - A group of posts requiring, broadly, similar fields of knowledge and experience, such as economics, legal, typing, etc.
- (e) Evaluated Post - An evaluated post is one which is subject to the provisions of the Provisional Salary and Wage Administration Plan.
- (f) Exempted Post - An exempted post is one to which the Provisional Salary and Wage Administration Plan does not apply.
- (g) Salary Schedules - Salary Schedules are the established uniform wage scales or salary ranges.
- (h) Evaluating a Post - Evaluating a post is the process of securing and analyzing facts and making an original determination of the proper grade based on the duties and responsibilities.
- (i) Revaluation - Revaluation is the process of securing and analyzing facts and making a change in the grade previously assigned the post caused by either
  - (i) a material change in its duties and responsibilities or

(ii) an error in the previous evaluation

Section 2: COVERAGE OF THE PROVISIONAL SALARY AND  
WAGE ADMINISTRATION PLAN

Rule 3: General

All posts of the Secretariat with the exception of those of Secretary-General, Assistant Secretary-General and those which the Secretary-General is empowered by the General Assembly to exclude, are subject to the requirements of the Provisional Salary and Wage Administration Plan.

Rule 4: Evaluation of Posts

The Provisional Salary and Wage Administration Plan is the instrument for identifying the post and locating the post within the proper category at the appropriate grade. It does not deal with the individual fitness of the incumbent. Efficiency, length of service, special skills or other personal characteristics of the incumbent are not considered as factors in evaluating the post. Although in selecting an individual to fill a post these factors are considered.

Section 3: AUTHORITY FOR EVALUATING POSTS

Rule 5: Secretary-General's Authority

The Secretary-General is responsible for the final grade determinations of all evaluated posts and for the establishment of salary schedules subject to the general provisions and exceptions prescribed by the General Assembly.

Rule 6: Delegation of Authority

Under the general direction of the Assistant Secretary-General for Administrative and Financial Services, the Director of Personnel will be responsible for the administration of wage and salary activities such as investigation of posts, preparation of category and grade descriptions, conduct of surveys and evaluation of duties and responsibilities.

#### Section 4: ADMINISTRATIVE REQUIREMENTS

##### Rule 7: Preparation and Issuance of Typical Descriptions of Categories and Grades

It is the responsibility of the Bureau of Personnel, in co-operation with the operating officials to prepare and issue typical or standard descriptions covering all categories and grades of posts within the Provisional Salary and Wage Administration Plan.

##### Rule 8: Audit

Representatives of the Bureau of Personnel are authorized to make appropriate periodic studies of all personnel transactions, including the evaluation of positions.

##### Rule 9: Revaluation

A post will be assigned to a higher or lower grade when there is a substantial change in the duties and responsibilities resulting in either an increase or decrease in the difficulty of the work. When it is discovered that a post should be revaluated, appropriate action should be taken to assign the post to a higher or lower grade in the same or different category. Such action shall be taken only after consultation with operating officials as to the most effective methods of remedying such situations. If a reduction in the grade of the post is necessary, every effort should be made to assign the incumbent to another post where he will have duties and responsibilities commensurate with his previously held grade.

#### Section 5: SALARY ADMINISTRATION

##### Rule 10: Salary Ranges

Each evaluated post within the Secretariat shall be assigned to a salary range. Each salary range shall be divided into intermediate rates of pay called steps. Generally, there will be five step rates for each range.

Rule 11: Initial Employment Rate

All employees will be engaged at the base salary rate (first step) assigned to the post and grade that the employee is to occupy.

Exceptions to this rule shall be made only by the Assistant Secretary-General for Administrative and Financial Services, or the Director of Personnel when general conditions of the labour situation so demand.

Rule 12: Recognition of Satisfactory Service

Subject to the approval of the Director of Personnel, the second step rate shall be granted to employees at the conclusion of a satisfactory period of service, provided satisfactory performance is certified by the supervisor. The granting of additional step rates shall be reserved for recognizing differences in individual performances. A system for administering the granting of additional step rates shall be developed by the Director of Personnel.

Rule 13: Decrease in Salary

Decrease in the step rate paid to an employee as a result of individual performance shall be recommended by the supervisor subject to the approval of the Director of Personnel.

Rule 14: Transfer of Employees

Employees changed from one grade of work to another within the Secretariat shall be paid in accordance with the following policy:

- (a) If changed to a higher salary range, he will be paid a step rate in his new grade which is not lower in amount than his step rate in his old grade.
- (b) If changed to a salary range that has the same step rates, he will be paid a step rate not lower in amount than his present one.
- (c) If changed to a lower salary range, he will be paid a step rate in the new level in accordance with rules promulgated by the Director of Personnel.

Section 6: WAGE ADMINISTRATION

Rule 15: Responsibility

The Director of Personnel shall be responsible for determining whether a post will be assigned to the hourly rate category or a category to which annual rates apply.

Rule 16: Method of Payment

Each grade in the hourly rate category shall be assigned a single hourly rate.

Rule 17: Transfer of Employees

An employee changed from one grade to another within the hourly rate category shall be paid at the rate for the grade of the post to which he is transferred.

TRYGVE LIE  
Secretary-General

SALARY SCHEDULE

UNITED NATIONS

3 May 1946

<u>STEP I</u>	<u>STEP II</u>	<u>STEP III</u>	<u>STEP IV</u>	<u>STEP V</u>
1380	1460	1540	1630	1720
1540	1630	1720	1820	1930
1720	1820	1930	2040	2160
1930	2040	2160	2280	2410
2160	2280	2410	2550	2690
2410	2550	2690	2850	3010
2690	2850	3010	3190	3370
3010	3190	3370	3570	3770
3370	3570	3770	3990	4210
3770	3990	4210	4450	4710
4210	4450	4710	4980	5250
4710	4980	5250	5550	5900
5250	5550	5900	6250	6600
5900	6250	6600	6950	7350
6600	6950	7350	7750	----
7350	7750	8200	8700	----
8200	8700	9200	9700	----
9200	9700	10,300	10,900	----



		<u>Step I</u>	<u>Step II</u>	<u>Step III</u>	<u>Step IV</u>	<u>Step V</u>
MESSENGER	1	1380	1460	1540	1630	1720
	2	1540	1630	1720	1820	1930
	3	1720	1820	1930	2040	2160
	4	1930	2040	2160	2280	2410
GUARD	1	1720	1820	1930	2040	2160
	2	1930	2040	2160	2280	2410
	3	2160	2280	2410	2550	2690
	4	2410	2550	2690	2850	3010
CLERK STENOGRAPHER	1	1720	1820	1930	2040	2160
	2	1930	2040	2160	2280	2410
	3	2160	2280	2410	2550	2690
	4	2410	2550	2690	2850	3010
SECRETARY	1	1930	2040	2160	2280	2410
	2	2160	2280	2410	2550	2690
	3	2410	2550	2690	2850	3010
	4	2690	2850	3010	3190	3370
	5	3010	3190	3370	3570	3770
CLERK-TYPIST	1	1540	1630	1720	1820	1930
	2	1720	1820	1930	2040	2160
	3	2160	2280	2410	2550	2690
CLERK	1	1540	1630	1720	1820	1930
	2	1720	1820	1930	2040	2160
	3	2160	2280	2410	2550	2690
	4	2410	2550	2690	2850	3010
	5	2690	2850	3010	3190	3370
	6	3010	3190	3370	3570	3770
CHAUFFEUR	1	1720	1820	1930	2040	2160
	2	1930	2040	2160	2280	2410
	3	2160	2280	2410	2550	2690

		<u>Step I</u>	<u>Step II</u>	<u>Step III</u>	<u>Step IV</u>	<u>Step V</u>
CHAUFFEUR (Cont.)	4	2410	2550	2690	2850	3010
ESCORT	1	1540	1630	1720	1820	1930
OFFICE MACHINE OPERATOR	1	1540	1630	1720	1820	1930
	2	1720	1820	1930	2040	2160
	3	2160	2280	2410	2550	2690
	4	2410	2550	2690	2850	3010
TELEPHONE OPERATOR	1	1540	1630	1720	1820	1930
	2	1720	1820	1930	2040	2160
	3	2160	2280	2410	2550	2690
	4	2410	2550	2690	2850	3010
BILINGUAL TYPIST	1	2160	2280	2410	2550	2690
BILINGUAL STENO	2	2410	2550	2690	2850	3010
	3	2690	2850	3010	3190	3370
VERBATIM REPORTER	1	3770	3990	4210	4450	4710
	2	4710	4980	5250	5550	5900
	3	5250	5550	5900	6250	6600
INTERPRETER	2	4710	4980	5250	5550	5900
	3	5900	6250	6600	6950	7350
	4	7350	7750	8200	8700	----
	5	8200	8700	9200	9700	----
TRANSLATOR	1	3770	3990	4210	4450	4710
	2	4710	4980	5250	5550	5900
	3	5250	5550	5900	6250	6600
	4	6600	6950	7350	7750	----
	5	7350	7750	8200	8700	----
INFORMATION OFFICER	1	3370	3570	3770	3990	4210

		<u>Step I</u>	<u>Step II</u>	<u>Step III</u>	<u>Step IV</u>	<u>Step V</u>
INFORMATION OFFICER (Cont)	2	4210	4450	4710	4980	5250
	3	4710	4980	5250	5550	5900
	4	5250	5550	5900	6250	6600
	5	6600	6950	7350	7750	----
	6	7350	7750	8200	8700	----
LIBRARIAN	1	2410	2550	2690	2850	3010
	2	3010	3190	3370	3570	3770
	3	3770	3990	4210	4450	4710
	4	4210	4450	4710	4980	5250
	5	4710	4980	5250	5550	5900
	6	5250	5550	5900	6250	6600
ORGANIZATION & METHODS ORG. & METHS. ASSISTANT	1	2410	2550	2690	2850	3010
	2	3010	3190	3370	3570	3770
ORG. & METHS. OFFICER	3	3770	3990	4210	4450	4710
	4	4210	4450	4710	4980	5250
	5	4710	4980	5250	5550	5900
	6	5250	5550	5900	6250	6600
	7	6600	6950	7350	7750	----
	8	7350	7750	8200	8700	----
STATISTICIAN	1	2410	2550	2690	2850	3010
	2	3010	3190	3370	3570	3770
	3	3770	3990	4210	4450	4710
	4	4210	4450	4710	4980	5250
	5	4710	4980	5250	5550	5900
	6	5250	5550	5900	6250	6600
ENGINEER	4	4210	4450	4710	4980	5250
	5	4710	4980	5250	5550	5900
	6	5250	5550	5900	6250	6600

		<u>Step I</u>	<u>Step II</u>	<u>Step III</u>	<u>Step IV</u>	<u>Step V</u>
ENGINEER (Cont.)	7	6600	6950	7350	7750	----
ACCOUNTANT	1	2410	2550	2690	2850	3010
	2	3010	3190	3370	3570	3770
	3	3770	3990	4210	4450	4710
	4	4210	4450	4710	4980	5250
	5	4710	4980	5250	5550	5900
	6	5250	5550	5900	6250	6600
	7	6600	6950	7350	7750	----
PROCUREMENT OFFICER	1	2410	2550	2690	2850	3010
	2	3010	3190	3370	3570	3770
	3	3770	3990	4210	4450	4710
	4	4210	4450	4710	4980	5250
	5	4710	4980	5250	5550	5900
	6	5250	5550	5900	6250	6600
	7	6600	6950	7350	7750	----
	8	7350	7750	8200	8700	----
EDITOR	1	2410	2550	2690	2850	3010
	2	2690	2850	3010	3190	3370
	3	3370	3570	3770	3990	4210
	4	4210	4450	4710	4980	5250
	5	4710	4980	5250	5550	5900
	6	5250	5550	5900	6250	6600
GENERAL ADMINISTRATIVE OFFICER	1	5250	5550	5900	6250	6600
	2	5900	6250	6600	6950	7350
	3	7350	7750	8200	8700	----
	4	8200	8700	9200	9700	----
	5	9200	9700	10,300	10,900	----
	6	10,000	10,500	11,000	----	----
POLITICAL AFFAIRS	1	5250	5550	5900	6250	6600

		<u>Step I</u>	<u>Step II</u>	<u>Step III</u>	<u>Step IV</u>	<u>Step V</u>
<b>POLITICAL AFFAIRS</b>						
(Cont.)	2	5900	6250	6600	6950	7350
	3	7350	7750	8200	8700	----
	4	8200	8700	9200	9700	----
	5	9200	9700	10,300	10,900	----
<b>SOCIAL AFFAIRS</b>						
	1	2690	2850	3010	3190	3370
	2	3370	3570	3770	3990	4210
	3	4210	4450	4710	4980	5250
	4	4710	4980	5250	5550	5900
	5	5250	5550	5900	6250	6600
	6	5900	6250	6600	6950	7350
	7	7350	7750	8200	8700	----
	8	8200	8700	9200	9700	----
<b>ECONOMIC AFFAIRS</b>						
	1	2690	2850	3010	3190	3370
	2	3370	3570	3770	3990	4210
	3	4210	4450	4710	4980	5250
	4	4710	4980	5250	5550	5900
	5	5250	5550	5900	6250	6600
	6	5900	6250	6600	6950	7350
	7	7350	7750	8200	8700	----
	8	8200	8700	9200	9700	----
<b>LEGAL AFFAIRS</b>						
	1	2690	2850	3010	3190	3370
	2	3370	3570	3770	3990	4210
	3	4210	4450	4710	4980	5250
	4	4710	4980	5250	5550	5900
	5	5250	5550	5900	6250	6600
	6	5900	6250	6600	6950	7350
	7	7350	7750	8200	8700	----
	8	8200	8700	9200	9700	----

		<u>Step I</u>	<u>Step II</u>	<u>Step III</u>	<u>Step IV</u>	<u>Step V</u>
ADMINISTRATIVE ASSISTANT	1	2690	2850	3010	3190	3370
	2	3370	3570	3770	3990	4210
	3	4210	4450	4710	4980	5250
	4	4710	4980	5250	5550	5900
	5	5250	5550	5900	6250	6600
	6	5900	6250	6600	6950	7350
	7	7350	7750	8200	8700	-----
ART EDITOR	1	3370	3570	3770	3990	4210
	2	3770	3990	4210	4450	4710
	3	4210	4450	4710	4980	5250
DRAFTSMAN	1	1720	1820	1930	2040	2160
	2	2160	2280	2410	2550	2690
	3	2410	2550	2690	2850	3010
	4	2690	2850	3010	3190	3370
NURSE	1	2160	2280	2410	2550	2690
	2	2410	2550	2690	2850	3010
	3	2690	2850	3010	3190	3370
PHOTOGRAPHER	1	2160	2280	2410	2550	2690
	2	2690	2850	3010	3190	3370
	3	3370	3570	3770	3990	4210
SPACE OFFICER	1	2410	2550	2690	2850	3010
	2	3010	3190	3370	3570	3770
	3	3770	3990	4210	4450	4710
	4	4210	4450	4710	4980	5250
	5	4710	4980	5250	5550	5900
	6	5250	5550	5900	6250	6600
OFFSET PRESSMAN	1	2410	2550	2690	2850	3010
TELETYPE OPERATOR	1	1720	1820	1930	2040	2160
	2	1930	2040	2160	2280	2410

		<u>Step I</u>	<u>Step II</u>	<u>Step III</u>	<u>Step IV</u>	<u>Step V</u>
TYPEWRITER REPAIRMAN						
	1	2160	2280	2410	2550	2690
	2	2410	2550	2690	2850	3010
TRAVEL AND ACCOMMODATIONS CATEGORY						
TRAVEL AND ACCOMMODATIONS ASSISTANT						
	1	2410	2550	2690	2850	3010
	2	2690	2850	3010	3190	3370
TRAVEL AND ACCOMMODATIONS OFFICER						
	1	3370	3570	3770	3990	4210
	2	3770	3990	4210	4450	4710
	3	4210	4450	4710	4980	5250
	4	5250	5550	5900	6250	6600
RECEPTIONIST						
	2	1720	1820	1930	2040	2160
	3	2160	2280	2410	2550	2690
PROTOCOL CATEGORY						
PROTOCOL ASSISTANT						
	1	2690	2850	3010	3190	3370
	2	3370	3570	3770	3990	4210
	3	3770	3990	4210	4450	4710
PROTOCOL ADVISOR						
	1	4210	4450	4710	4980	5250
	2	4710	4980	5250	5550	5900
	3	5250	5550	5900	6250	6600
	4	5900	6250	6600	6950	7350
LINGUISTIC RESEARCH SPECIALIST						
	1	5900	6250	6600	6950	7350

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GRADES FOR THE TYPES OF WORK  
ASSIGNED TO THE HOURLY RATE CATEGORY  
Effective 6 May 1946

<u>TITLE</u>	<u>GRADE</u>	<u>TITLE</u>	<u>GRADE</u>
Building Engineer	17	Locksmith - A	9
Cabinet Maker	16	Maintenance Man	10
Carpenter - A	14	Matron	2
Carpenter - B	9	Painter - A	12
Charwoman	1	Painter - B	9
Electrician - A	15	Painter - Signs	13
Electrician - B	9	Pipefitter - A	14
Elevator Operator	3	Pipefitter - B	9
Fireman - A	5	Plumber - A	14
Fireman - B	3	Plumber - B	9
Foreman - Building Service	11	Porter	2
Foreman - Electrician	19	Refrigerator Repairman - A	14
Foreman - Grounds	13	Refrigerator Repairman - B	10
Foreman - Shop	22	Tinsmith - A	14
Gardener	5	Tinsmith - B	9
Helper - Trades	5	Tractor Operator	5
Laborer - Grounds	2	Welder - A	15
Laborer - Office	2	Welder - B	9
Locksmith - A	13		



<u>Rate Per Hr.</u>			<u>Rate Per Hr.</u>		
HOURLY RATE CATEGORY	1	.88	HOURLY RATE CATEGORY	12	1.24
	2	.92		13	1.28
	3	.95		14	1.31
	4	.98		15	1.34
	5	1.01		16	1.37
	6	1.05		17	1.41
	7	1.08		18	1.44
	8	1.11		19	1.47
	9	1.14		20	1.50
	10	1.18		21	1.54
	11	1.21		22	1.57